

Year-End IT Check List

- Collection of all student and staff devices
- Confirm inventory and update asset tracking
- Assess all devices for damages
- Line-up resources for device repair
- Procure replacement devices by economic repair
- Clean and sanitize all devices
- Reimage/power-wash/update devices
- Update Cloud identity provider
- Clean student accounts for the new school year
- Complete life-cycle audit of devices End-of-Life
- Decommission devices in identity provider and asset system
(in Chromebook environments, update G-Suite)
- Replace End-of-Life devices that no longer receive support
- Secure and store devices to charge
- Summer project setup/coordination
- Setup End-of-Year Technology Review meeting
(what went well this year, what did not go well, what could be improved)
- Have a drink—it's been a heck of a year, and you deserve it

Need help?

info@technologylab.com
615-784-8000

technologylab.com

